Lesson: Lesson 4: Designing a Presentation

Multiple Choice

1. To apply a theme, you must first activate which tab?

a) Home

b) Insert

c) Design

d) Slide Show

Ans: c

Difficulty: Easy

Section Ref: Formatting Presentations with Themes

2. Themes appear in the gallery in \_\_\_\_\_\_\_\_\_\_.

a) groups by color

b) alphabetical order by name

c) order by heading font name

d) no particular order

Ans: b

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

3. The name of the current theme displays on the \_\_\_\_\_\_\_\_\_\_ to the right of the slide number information.

a) Ribbon

b) Slides pane

c) title bar

d) status bar

Ans: d

Difficulty: Hard

Section Ref: Formatting Presentations with Themes

4. How many fonts are there in a theme?

a) 1

b) 2

c) 4

d) 5

Ans: b

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

5. The Format Background dialog box allows you to create which of the following backgrounds?

a) a plain color background

b) a picture background

c) a gradient background

d) all of the above

Ans: d

Difficulty: Medium

Section Ref: Changing Slide Backgrounds

6. What will you see in the Layout gallery if you have applied more than one theme to a presentation?

a) The layouts from the first theme

b) Four layouts from each of the themes

c) Six layouts from each of the themes

d) All of the layouts from all of the themes

Ans: d

Difficulty: Medium

Link: Working with Different Layouts

7. You can change a slide’s layout \_\_\_\_\_\_\_\_\_\_.

a) at any time

b) only when you create the slide

c) when you add new content to the slide

d) only if you have too much content for the current layout

Ans: a

Difficulty: Easy

Section Ref: Working with Different Layouts

8. If you press \_\_\_\_\_\_\_\_\_\_ at the end of a Web address, PowerPoint automatically formats the text as a link.

a) the spacebar

b) Enter

c) Insert

d) both a and b

Ans: d

Difficulty: Medium

Section Ref: Working with Different Layouts

9. You can open the Header and Footer dialog box by clicking the \_\_\_\_\_\_\_\_\_\_ button.

a) Header & Footer

b) Date & Time

c) Slide Number

d) all of the above

Ans: d

Difficulty: Hard

Section Ref: Inserting a Date, Footer, and Slide Numbers

10. You can recognize a hyperlink on a slide because it is \_\_\_\_\_\_\_\_\_\_.

a) larger than other text in the placeholder

b) underlined

c) a different color

d) both b and c

Ans: d

Difficulty: Easy

Section Ref: Linking to Web Pages and Other Programs

11. In a hyperlink, a target is \_\_\_\_\_\_\_\_\_\_\_.

a) the slide that contains the link

b) the file or slide that opens when you click the hyperlink

c) the program that opens the Web page

d) both b and c

Ans: b

Difficulty: Medium

Section Ref: Linking to Web Pages and Other Programs

12. In the Insert Hyperlink dialog box, which of these options do you choose if you want to hyperlink from one slide to another in the same presentation?

a) Existing File or Web Page

b) Place in This Document

c) Create New Document

d) Place in this Presentation

Ans: b

Difficulty: Medium

Section Ref: Linking to Web Pages and Other Programs

13. What organizational unit can you use to divide slides into logical groupings?

a) Groups

b) Sections

c) Parts

d) Units

Ans: b

Difficulty: Medium

Section Ref: Working with Sections

14. To make changes to all the slides in the presentation at once, make the change on the:

a) Slide master

b) Notes master

c) Handout master

d) Layout master

Ans: a

Difficulty: Easy

Section Ref: Customizing Slide Masters

15. A master for an individual layout can be separately modified from which view?

a) Slide master

b) Layout master

c) Handout master

d) Notes master

Ans: a

Difficulty: Easy

Section Ref: Customizing Slide Masters

16. What does a theme contain?

a) Sample content

b) Font and color settings

c) WordArt

d) All of the above

Ans:b

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

17. How many fonts does a font theme contain?

a) One

b) Two

c) Four

d) Eight

Ans: b

Difficulty: Easy

Section Ref: Formatting Presentations with Themes

18. Title and Content is an example of a slide \_\_\_\_\_\_\_\_\_\_\_.

a) Theme

b) Scheme

c) Master

d) Layout

Ans: d

Difficulty: Easy

Section Ref: Working with Different Layouts

19. To hyperlink to another slide, in the Insert Hyperlink dialog box, click

a) Existing File or Web Page

b) Create New Document

c) Place in This Document

d) Custom Show

Ans: c

Difficulty: Medium

Section Ref: Linking to Web Pages and Other Programs

20. \_\_\_\_\_\_\_\_\_\_\_\_ are shapes from the Shapes gallery to which you can assign a hyperlink or some other action.

a) Action buttons

b) WordArt objects

c) SmartArt shapes

d) Hypertext links

Ans: a

Difficulty: Easy

Section Ref: Linking to Web Pages and Other Programs

21. The best view for testing hyperlinks in a presentation is

a) Slide Sorter

b) Slide Show

c) Normal

d) Notes Pages

Ans: b

Difficulty: Easy

Section Ref: Linking to Web Pages and Other Programs

22. How do you create a graphical hyperlink?

a) Create the graphic and then use Insert Hyperlink to add the hyperlink to it.

b) Use the Insert Hyperlink command to insert a new graphic from scratch.

c) Drag-and-drop a Web site's address into PowerPoint.

d) All of the above.

Ans: b

Difficulty: Medium

Section Ref: Linking to Web Pages and Other Programs

23. \_\_\_\_\_\_\_\_\_\_\_\_\_ are dividers that group slides into logical clusters, like folders organize groups of related papers.

a) Categories

b) Groups

c) Sections

d) Titles

Ans: c

Difficulty: Easy

Section Ref: Working with Sections

24. To make changes that affect all the slides in the presentation, make the changes in \_\_\_\_\_\_\_\_\_\_ view.

a) Slide Sorter

b) Normal

c) Slide Show

d) Slide Master

Ans: d

Difficulty: Easy

Section Ref: Customizing Slide Masters

25. To make changes to all the slides that use a particular layout, make the changes to the \_\_\_\_\_\_\_\_ for that layout.

a) Handout Master

b) Layout Master

c) Template

d) Theme

Ans: b

Difficulty: Medium

Section Ref: Customizing Slide Masters

26. To create your own custom layout master, from the Slide Master tab, click \_\_\_\_\_\_\_\_\_\_\_\_.

a) New

b) Insert Layout

c) Custom

d) Modify

Ans: b

Difficulty: Hard

Section Ref: Customizing Slide Masters

True/False

27. Applying the colors of another theme to the current theme will change the current theme’s layout as well.

Ans: False

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

28. The area of the slide that is considered to be background can change depending on the theme.

Ans: True

Difficulty: Medium

Section Ref: Changing Slide Backgrounds

29. You can choose whether or not footers and slide numbers display on the title slide.

Ans: True

Difficulty: Medium

Section Ref: Inserting a Date, Footer, and Slide Numbers

30. You can test links only in Slide Sorter view.

Ans: False

Difficulty: Easy

Section Ref: Linking to Web Pages and Other Programs

31. You can have more than one slide master in a presentation.

Ans: True

Difficulty: Medium

Section Ref: Customizing Slide Masters

32. Cambria is an example of a serif font.

Ans: True

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

33. Headers do not appear in Slide Show view, only on printouts.

Ans: True

Difficulty: Medium

Section Ref: Inserting a Date, Footer, and Slide Numbers

34. The keyboard shortcut for inserting a hyperlink is Ctrl+K.

Ans: True

Difficulty: Hard

Section Ref: Linking to Web Pages and Other Programs

35. You can move and resize the placeholders on the Slide Master.

Ans: True

Difficulty: Easy

Section Ref: Customizing Slide Masters

36. A set of theme colors consists of 12 colors.

Ans: False

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

Fill-in-the-blank

37. You can find the Background Styles button in the \_\_\_\_\_\_\_\_\_\_ group on the Design tab.

Ans: Background

Difficulty: Easy

Section Ref: Changing Slide Backgrounds

38. For any background choice, you can increase \_\_\_\_\_\_\_\_\_\_ to “wash out” the background so it doesn’t overwhelm the text.

Ans: transparency

Difficulty: Medium

Section Ref: Changing Slide Backgrounds

39. Use a(n) \_\_\_\_\_\_\_\_\_\_ to record the slide title, company name, or other important information at the bottom of each slide.

Ans: footer

Difficulty: Medium

Section Ref: Inserting a Date, Footer, and Slide Numbers

40. Besides the Slides tab, the Header and Footer dialog box contains a(n) \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Notes and Handouts

Difficulty: Hard

Section Ref: Inserting a Date, Footer, and Slide Numbers

41. Click the \_\_\_\_\_\_\_\_\_\_ button to locate a palette of action buttons.

Ans: Shapes

Difficulty: Medium

Section Ref: Linking to Web Pages and Other Programs

42. You can find the Slide Master button on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: View

Difficulty: Medium

Section Ref: Customizing Slide Masters

43. To create a section, right-click a slide and click \_\_\_\_\_\_\_\_\_\_\_.

Ans: Add Section

Difficulty: Medium

Section Ref: Working with Sections

44. To delete a section, right-click the section and click \_\_\_\_\_\_\_\_\_\_.

Ans: Remove Section

Difficulty: Medium

Section Ref: Working with Sections

45. To apply a theme to a slide master, first open up \_\_\_\_\_\_\_\_\_\_ view.

Ans: Slide Master

Difficulty: Medium

Section Ref: Customizing Slide Masters

46. If you want to make changes to the slide master but have it affect only slides that use a certain layout, create a custom \_\_\_\_\_\_\_\_\_\_\_\_ master and make changes to it.

Ans: Layout

Difficulty: Medium

Section Ref: Customizing Slide Masters

47. To change a presentation's colors after applying a theme, click the Colors button on the \_\_\_\_\_\_\_\_\_\_\_\_ tab.

Ans: Design

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

48. If you don't like the background used in the current theme, use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ command on the Design tab to choose a different one.

Ans: Background Styles

Difficulty: Hard

Section Ref: Changing Slide Backgrounds

49. A \_\_\_\_\_\_\_\_\_ is text that repeats at the bottom of each slide in a presentation.

Ans: Footer

Difficulty: Medium

Section Ref: Inserting a Date, Footer, and Slide Numbers

50. A \_\_\_\_\_\_\_\_\_\_\_ is a clickable shortcut that jumps to other content. It can either be text (usually underlined) or a graphic.

Ans: Hyperlink

Difficulty: Medium

Section Ref: Linking to Web Pages and Other Programs

Short Answer

51. What feature lets you see how a theme will look as you rest the pointer on the theme’s thumbnail?

Ans: live preview

Difficulty: Hard

Section Ref: Formatting Presentations with Themes

52. Which option in the Header and Footer dialog box inserts a date that will always stay the same?

Ans: fixed date

Difficulty: Hard

Section Ref: Inserting a Date, Footer, and Slide Numbers

53. If you decide not to use text or a graphic as a hyperlink, you can right-click the hyperlinked text or graphic and select which command?

Ans: Remove Hyperlink

Difficulty: Medium

Section Ref: Linking to Web pages and Other Programs

54. What dialog box opens as soon as you finish drawing an action button?

Ans: Action Settings

Difficulty: Medium

Section Ref: Linking to Web Pages and Other Programs

55. What kind of slide layout does the slide master resemble?

Ans: Title and Content

Difficulty: Hard

Section Ref: Customizing Slide Masters

56. In Slide Master view, which button do you use to create a new layout in which you can specify the types of placeholders and their positions?

Ans: Insert Layout

Difficulty: Medium

Section Ref: Customizing Slide Masters

57. How do you collapse a section in the Slides pane?

Ans: Double-click its heading.

Difficulty: Easy

Section Ref: Working with Sections

Essay

58. You do not like one of the accent colors of your current theme. How can you modify the color scheme?

Ans: Click the Theme Colors button, click Create New Theme Colors at the bottom of the gallery, and then click the drop-down arrow of the color you want to replace in the Create New Theme Colors dialog box. Select a new color using the supplied palette. If desired, give the new color scheme a name and then close the dialog box.

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

59. How do you select a new combination of theme fonts?

Ans: Click the Theme Fonts button and click Create New Theme Fonts at the bottom of the Theme Fonts gallery. Click the Heading font drop-down arrow and select a font. Click the Body font drop-down arrow and select a font. Give the new combination a name and save the new font combination.

Difficulty: Medium

Section Ref: Formatting Presentations with Themes

60. List the steps necessary to create a background that uses one of PowerPoint’s textures.

Ans: Click the Background Styles button and then click Format Background at the bottom of the Background Styles gallery (or right-click any blank area of the slide background and click Format Background). Click the Picture or texture fill option, then click the Texture drop-down button to display the texture gallery. Click a texture and then click Close.

Difficulty: Medium

Section Ref: Changing Slide Backgrounds

61. You want to start a new presentation with a slide that shows a chart of your company’s declining sales. What steps do you take to make a slide that can show a chart your first slide?

Ans: With the first slide of the new presentation on the screen, click the Layout button on the Home tab. Click a layout that allows for the creation of a chart, such as Title and Content or Two Content.

Difficulty: Easy

Section Ref: Changing a Slide Layout

62. How do you decide which kind of date to specify in the Header and Footer dialog box?

Ans: Use the automatically updating date if you want the date to change each time you work on the presentation. This type of date can show progressive dates as you print each version of the presentation. Use the fixed date if it is important to show exactly what date a presentation was created or presented.

Difficulty: Medium

Section Ref: Inserting a Date, Footer, and Slide Numbers

63. What is the difference between the two tabs in the Action Settings dialog box?

Ans: The Mouse Click and Mouse Over tabs offer the same options, which makes it possible to assign two different actions to the same object—one that will occur if the object is clicked and one that will occur if the mouse is hovered over the object. This makes any action object more versatile.

Difficulty: Hard

Section Ref: Linking to Web Pages and Other Programs

64. What is the advantage of using sections in a presentation?

Ans: Sections help organize a long presentation by dividing the presentation into groups that appear consecutively. You can hide certain sections as you work to make it easier to locate slides, and during the presentation you can quickly jump to a certain section.

Difficulty: Medium

Section Ref: Working with Sections

65. Why does it make sense to make modifications on the slide master rather than on individual slides?

Ans: You only need to make modifications on the slide master one time to apply the new formats to all slides based on that master as well as any new slides that will use the master.

Difficulty: Medium

Section Ref: Customizing Slide Masters

66. If you selected the Title Slide Layout in Slide Master view and made a change to the background, what impact would this change have on other layouts?

Ans: The change would have no impact on other layouts. Only the Title Slide Layout would change.

Difficulty: Hard

Section Ref: Customizing Slide Masters

67. Explain how the slides in a presentation are affected when you add a logo to the Slide Master.

Ans: The logo appears on all slides that use that Slide Master, regardless of their layout.

Difficulty: Easy

Section Ref: Customizing Slide Masters

68. If you delete a section heading in a presentation, what happens to the slides in that section?

Ans: The slides remain, even though the section heading is removed. They are added to the previous section.

Difficulty: Medium

Section Ref: Customizing Slide Masters